

Assignment of Claim

STEP 1 The **DOCUMENT SELECTION** screen displays.



The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the bar, the page title is "File a Document". The case number "04-31024 John Test Wayne and Lynn T Wayne" is displayed. A list box contains the following options: "Assignment of Claim", "Joint Transfer of Claim", "Notice of Change of Address", "Request for Notice", "Withdrawal of Claim", and "Withdrawal of Document". The "Assignment of Claim" option is highlighted. At the bottom of the list box are "Next" and "Clear" buttons.

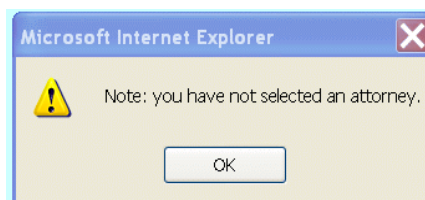
◆ Highlight Assignment of Claim and click [Next].

STEP 2 The **ATTORNEY SELECTION** screen displays for creditor filers only. Attorney filers, please proceed to the next step.



The screenshot shows the ECF interface for attorney selection. The navigation bar and case information are the same as in Step 1. The page title is "File a Document :". Below the case number, the text "Select any additional attorney(s)" is displayed. A list box contains the name "CANBatysf1, (941459)". At the bottom of the list box are "Next" and "Clear" buttons.

◆ Click [Next] and the following screen displays.



◆ Click [OK].

STEP 3 The **PARTY SELECTION** screen displays.

The screenshot shows the ECF 'File a Document' screen. The header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. The case number '04-31024 John Test Wayne and Lynn T Wayne' is displayed. The main section is titled 'Select the Party:' and contains a dropdown menu with the following options: 'ABC Corp., [Creditor]', 'Office of the U.S. Trustee / SF, [U.S. Trustee]', 'Schoenmann, E. Lynn [Trustee]', 'Wayne, John Test [Debtor]', and 'Wayne, Lynn T [Debtor]'. To the right of the dropdown is a link 'Add/Create New Party'. At the bottom are 'Next' and 'Clear' buttons.

- ◆ If the name of the parties is on the list, highlight the name(s) and click **[Next]**. If not, click **[Add/Create New Party]** to add a party to the case. For instructions on adding parties, please refer to the [Rules for Adding Parties](#) section of the Appendix.

STEP 4 The **ATTORNEY/PARTY ASSOCIATION** screen displays for attorney filers who are adding a party to the case. Creditor filers, please proceed to the next step.

The screenshot shows the ECF 'File a Document' screen. The header is the same as in Step 3. The case number '04-31024 John Test Wayne and Lynn T Wayne' is displayed. The main section contains the text: 'The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:'. Below this text is a checkbox labeled 'ABC Corp., (pty:cr) represented by CANB, craty (aty)'. At the bottom are 'Next' and 'Clear' buttons.

- ◆ Place a check mark in the box to create an association with the creditor and click **[Next]**.

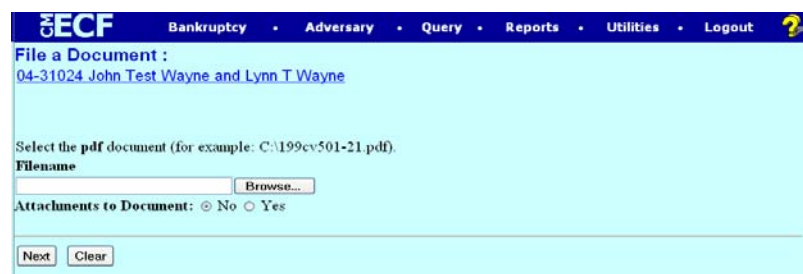
STEP 5 The **CASE VERIFICATION** screen displays.



The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the text "File a Document :" is displayed, followed by a blue hyperlink "04-31024 John Test Wayne and Lynn T Wayne". At the bottom of the form area, there are two buttons: "Next" and "Clear".

- ◆ If the name of the debtor(s) and case number are correct, click **[Next]**.

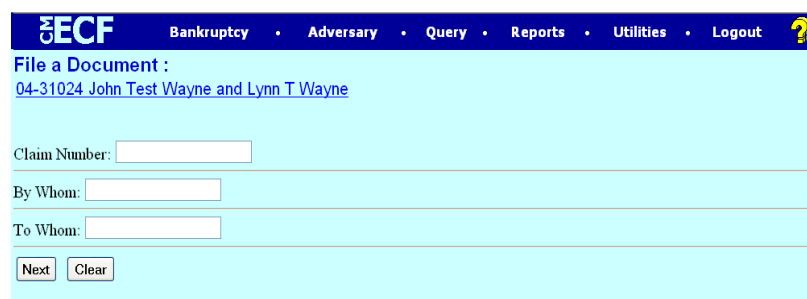
STEP 6 The **PDF DOCUMENT SELECTION** screen displays.



The screenshot shows the ECF interface for the "File a Document" step. It includes the same navigation bar as Step 5. Below the case information, there is a text prompt: "Select the pdf document (for example: C:\199cv501-21.pdf)". A "Filename" label is followed by a text input field and a "Browse..." button. Below this, there is a label "Attachments to Document:" followed by radio buttons for "No" (selected) and "Yes". At the bottom, there are "Next" and "Clear" buttons.

- ◆ Click **[Browse]** to upload the PDF document for this docket event and click **[Next]**.

STEP 7 The **CLAIM INFORMATION** screen displays.



The screenshot shows the ECF interface for the "File a Document" step. It includes the same navigation bar as Step 5. Below the case information, there are three text input fields labeled "Claim Number:", "By Whom:", and "To Whom:". At the bottom, there are "Next" and "Clear" buttons.

- ◆ Enter the Claim Number, By Whom, and To Whom information and click **[Next]**.

STEP 8 The **FINAL TEXT EDITING** screen displays.

The screenshot shows the ECF 'File a Document' interface. At the top is a blue navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. Below the bar, the page title is 'File a Document : 04-31024 John Test Wayne and Lynn T Wayne'. A yellow box highlights the 'Docket Text: Final Text' section, which contains the text: 'Assignment of Claim # 3 By Company A To Company B Filed by Debtor John Test Wayne (CANB, critd1)'. Below this, a red 'Attention!!' message states: 'Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.' At the bottom are 'Next' and 'Clear' buttons.

- ◆ Verify the accuracy of the docket text. If the docket text is correct, click [Next]. Please remember, information on this screen will appear on the docket sheet as indicated.
- ◆ If the docket text is incorrect, click the browser [Back] button at the top of the screen one or more times to find the error. This is your last opportunity to make changes to the event.
- ◆ To abort the transaction, click anywhere on the CM/ECF blue menu bar located on the top of the page.

STEP 9 The **NOTICE OF ELECTRONIC FILING** screen displays.

The screenshot shows the ECF 'Notice of Electronic Filing' screen. It has the same blue navigation bar as the previous screen. The page title is 'File a Document : 04-31024 John Test Wayne and Lynn T Wayne'. The main content area is light blue and contains the following text: 'U.S. Bankruptcy Court', 'Northern District of California', 'Notice of Electronic Filing', 'The following transaction was received from CANB, critd1 entered on 10/22/2004 at 11:31 AM PDT and filed on 10/22/2004', 'Case Name: John Test Wayne and Lynn T Wayne', 'Case Number: 04-31024', 'Document Number: 4', and 'Docket Text: Assignment of Claim # 3 By Company A To Company B Filed by Debtor John Test Wayne (CANB, critd1)'.

- ◆ The Notice of Electronic Filing certifies that the filing has been received by the court and the document is officially filed.